



**UNITED STATES MARINE CORPS**  
COMMAND ELEMENT MARINE FORCES CENTRAL COMMAND FORWARD  
PSC 851 BOX 320  
FPO AE 09834-0004

CEMARFORCENTCOMFWDO 1320.1

G-1

08 JAN 2014

Command Element, Marine Forces Central Command Forward Order 1320.1

From: Commanding General, Command Element, Marine Forces  
Central Command Forward

To: Distribution List

Subj: PERSONNEL SPONSORSHIP PROGRAM

Ref: (a) MCO 1320.11F  
(b) MCO 1300.8R

Encl: (1) Sponsorship Checklist  
(2) Sponsorship Assignment Email  
(3) Sample Accompanied Welcome Aboard Letter  
(4) Sample Unaccompanied Welcome Aboard Letter  
(5) Sponsorship Request Form  
(6) Sponsorship Flow Chart  
(7) NAVMC 11791 (11-11) (EF) Sponsorship Program  
Questionnaire

1. Situation. It is imperative that Marines and Sailors inbound to CE MARFOR CENTCOM FWD arrive prepared to check in quickly and completely so that they can become a contributing member of the team free of unnecessary distractions. The sponsorship program and references facilitate pre and post arrival requirement completion. As such, this Order provides policy and procedural guidance for the CE MARFOR CENTCOM FWD Sponsorship Program. This order outlines the responsibilities of the CE MARFOR CENTCOM FWD Sponsorship Coordinator and each assigned sponsor.

2. Mission. Effective immediately, the procedures set forth in this Order will be adhered to by the CE MARFOR CENTCOM FWD Sponsorship Coordinator and assigned sponsors in order to ensure CE MARFOR CENTCOM FWD personnel are properly prepared to transition to Bahrain and check in completely before they start performing their official duties.

### 3. Execution

a. Commander's Intent. My intent is that CE MARFOR CENTCOM FWD personnel and their families come to Bahrain with all of their required training complete and official passports in hand. After inbound personnel get to Bahrain, their sponsor will ensure new CE MARFOR CENTCOM FWD personnel check in completely before they begin their official duties. By ensuring personnel come to Bahrain prepared and committing a sponsor to ensuring new personnel check in completely, new personnel will start work free of distractions that detract from their maximum performance.

b. Concept of Operations. Through the use of this Order, the references and enclosures, the Sponsorship Coordinator and assigned sponsors will have the tools necessary to inform inbound Marines of what they need to do prior to getting to Bahrain. This Order will also assist sponsors with leading newcomers through the check in process completely and efficiently. The end state is that once Marines start their official duties, they are free from unnecessary distractions that detract from their maximum performance.

#### c. Subordinate Element Missions

(1) Command Sergeant Major. Periodically review received Sponsorship Program Questionnaires to determine trends with the execution of sponsor's duties, and, when appropriate, discussion with the Commanding General and/or the USC in order to enhance the unit's Sponsorship Program.

#### (2) Assistant Chief of Staff G-1

(a) Assume responsibility for the CE MARFOR CENTCOM FWD Sponsorship Program.

(b) Ensure that assigned sponsors are reimbursed for additional mileage costs incurred from sponsorship related duties via local vouchers in the Defense Travel System.

#### (3) Assistant Chief of Staff G-2, G-3, G-4, G-6, Special Staff

(a) Assign sponsors for Marines inbound to each of your sections in coordination with the sponsorship coordinator.

(b) Ensure assigned sponsors have a minimum of four to six weeks until they PCS from CE MARFOR CENTCOM FWD. A sponsor shall not be checking out at the same time they are performing sponsor related duties. Once a sponsor is assigned and contact is made with the inbound Marine, sponsorship changes may be made only with the approval of the Chief of Staff.

(4) CE MARFOR CENTCOM FWD Sponsorship Coordinator

(a) The Deputy G-1 and Operations Chief are the two CE MARFOR CENTCOM FWD Sponsorship Coordinators for all CE MARFOR CENTCOM FWD personnel.

(b) Review the inbound roster weekly to identify inbound personnel.

(c) Work with deputy assistant chiefs of staff to identify sponsors for inbound personnel. For example, if there is an inbound 0402, work with the Deputy AC/S G-4 to identify that Marine's sponsor. Once the sponsor is identified, use enclosure (2) to notify the sponsor that they have been identified.

(d) Ensure sponsors have completed sponsor training and received a training completion certificate prior to assignment as a sponsor.

(e) Establish and maintain a sponsor assignment tracking database or roster.

(f) Ensure assigned sponsors prepare welcome aboard letters for inbound service members within 10 working days of being assigned as a sponsor. Provide sponsors with enclosure (3) or (4).

(g) Provide enclosure (7) to newly arrived service members and collect completed questionnaires. File and retain returned questionnaires for two years.

(h) Ensure outbound personnel complete enclosure (5) upon receipt of orders.

(i) Monitor outbound personnel using their rotation tour date and the Web Orders system.

(j) Assist outbound personnel with obtaining a sponsor.

(5) Assigned Sponsors

(a) Complete one-time sponsorship training with the Sponsorship coordinator prior to assignment as a sponsor.

(b) Execute the required sponsor duties as follows:

1. Contact the service member via a Welcome Aboard Letter using enclosure (3) or (4).

2. Ensure receipt of Commanding General Welcome Letter and Welcome Aboard Packet.

3. Follow up Welcome Aboard Letter by contacting the service member via phone or email.

4. Find out what the service member's needs are.

5. Greet service member at the airport when they arrive.

6. Help arrange transportation as needed.

7. Introduce the service member to key personnel at the command.

8. Offer to take the incoming service member on a tour of key base and community locations.

9. Offer vehicle collection and registration support via the dinar man or if they decide to complete the process themselves.

10. Help with the home search. Advise them on the options and costs and benefits of each option.

11. Help anticipate and meet the needs of the family.

12. Collect a System Authorization Access Request form and Cyber Awareness Training certificate from the inbound member prior to arrival and route them through the G-6 Helpdesk to avoid delays in getting accounts established. Account transfer request trouble ticket will be initiated upon check in.

13. Ensure that the incoming service members complete NAVMC 11791, the Sponsorship Program Questionnaire.

14. Submit local vouchers in the Defense Travel System for additional mileage costs incurred from sponsorship related duties.

4. Administration and Logistics

a. Sponsorship training can be completed in a classroom environment or on a one-to-one basis between the sponsorship coordinator and sponsors. The sponsorship training will provide specific direction for sponsors to successfully complete each of their tasks.

b. Recommendations concerning the content of this Order may be forwarded to the Sponsorship Coordinators, and routed via the chain of command to the Commanding General, Command Element, Marine Forces Central Command Forward.

5. Command and Signal. This Order is applicable to all personnel administratively or operationally assigned or attached to CE MARFOR CENTCOM FWD and is effective the date signed.

  
A. L. SOLGERE  
Chief of Staff

DISTRIBUTION: A

## Sponsorship Checklist

### Pre-arrival

- After assigned by the G-1, go to G-1 to receive sponsorship training
- Contact the inbound Marine or Sailor and provide
  - o Sponsor's Email Address
  - o Sponsor's Phone Number
  - o Explain the unusually high costs of moving to Bahrain
- Get Inbound Marine's/Sailor's information
  - o Name, rank, status, phone number, address
  - o Flight Information
  - o Pets
  - o Family members
  - o Security Clearance
- Direct inbound personnel to the U.S. Embassy Website (<http://bahrain.usembassy.gov/>), NSA Bahrain Facebook Page (<https://www.facebook.com/NSABahrain>), and MWR Bahrain Facebook Page: (<https://www.facebook.com/MWR.Bahrain>)
- Request a copy of orders and Overseas Clearance Screening message (if accompanied). Ensure G-1 gets a copy of the message and sends it to NSA Bahrain for Command Sponsorship and Dependent Entry Approval.
- Request a copy of the CO's Certification Checklist if unaccompanied signed by their CO. This checklist should state that the member is medically and professionally screened and deployable.
- Collect updated SERE and Cyber Awareness training certificates with a SAAR form. Submit the SAAR form to the G-6 so that the member can have an account ready for him/her when he arrives, vice having to wait for their accounts to be activated after their arrival
- Ensure member has an updated ISOPREP prior to departure from their outbound unit
- Respond to questions and concerns
- What member can expect upon arrival
  - o Estimated check-in schedule
  - o Meeting with the SgtMaj/CoS
  - o Working Hours
- Reserve Temporary Lodging. After lodging is reserved, the sponsor should inform the inbound Marine of where they will be staying
- Have an alternate sponsor
- Optional Pre-arrival Commissary Run (check with hotel if they will let you place groceries in the hotel room prior to their arrival)

### Arrival

- Meet the service member and/or family at the airport
- Take the family to the Temporary Lodging Facility
- Escort the active-duty service member to all locations to complete initial check-in/in-processing
  - o Go to Navy Gateway to receive non-availability statement as soon as possible. They are open 24 hours a day, 7 days a week
  - o After Navy Gateway, first stop is the G-1 for the check-in sheet, audit, and TLA instructions.
- Introduce the military member to his/her chain of command

### Post Arrival

- Assist family with cultural adaptation, Do's/Don'ts, and liberty info.
- Assist with car/house hunting
- Provide tour of base and local community
  - o Grocery Stores and Shopping Centers
  - o Black flag (Shi'a) areas
- Assist in getting a Visa and CPR card
- Assist with household goods (TMO)
  - Assist with car registration

## Sponsorship Assignment Email

Good morning <Name of Sponsor>,

This e-mail is to inform you that you have been identified as the sponsor for <Name of Inbound Marine>. The attachments above are the PCS reporting instructions along with information that will make his transition to Bahrain smoother. Also attached is an example Sponsor Welcome Aboard letter that you can use to send to <Inbound Marine's Name>. Also attached is the sponsorship checklist that lists all of your responsibilities as a sponsor.

The below information is provided to assist you in the performance of your duties as a sponsor:

Effective Date of Departure (EDD) from his current unit: <Date>  
Effective Date of Arrival (EDA) to Bahrain: <Date>  
Commercial E-mail address: <email address of inbound Marine>  
<Whether the Marine is Unaccompanied or Accompanied>

Sponsorship responsibilities:

Read over the welcome aboard package. Ensure you are familiar with the training, official passport, and overseas screening requirements for your inbound Marine (and his/her family).

Ensure <Inbound Marine's Name> has lodging reservations before they arrive. An example of the reservation request form is located in the attachment above. E-mail the form to (M-BA-NSA-NGIS@ME.NAVY.MIL) or take it to the Navy Gateway Inn & Suites located in Bldg 264. Once the reservation is made, email the confirmation to <Inbound Marine's Name>.

Pick up <Inbound Marine's Name> from the airport or AV unit. Notify the SWO once you have picked up <Inbound Marine's Name>. Once <Inbound Marine's Name> is here, ensure you assist him/her in checking in to each section, and show him/her around the base (library, Exchange, Theater, Housing Office, Navy Gateway Inn & Suites, Bowling Alley, Immigrations Office, Building 1 etc). The Marine's orders must be endorsed by the Navy Gateway Inn & Suites the day after he/she arrives and by the housing office the first working day after he/she arrives to avoid TLA payment issues.

Please let me know if you have any questions.

Sincerely,

Enclosure (2)

Capt I. M. Example  
CE MARFOR CENTCOM FWD  
NSA, BAHRAIN  
Sponsorship Coordinator  
DSN: 318-439-8551  
Comm: +973-1785-8551

Privacy Act of 1974 as amended applies. This eMail may contain information that must be protected in accordance with 5 U.S.C. 552a, as implemented within the DoD by 32 C.F.R. Part 310 and DoD 5400.11R and within the DoN by SECNAVINST 5211.5D. For Official Use Only.

**Accompanied Welcome Aboard Letter from**  
**Sponsor**

Dear (Grade and Name):

I would like to welcome you and your family to Command Element, Marine Forces Central Command Forward! Whether you have been here before or not, I believe you will enjoy your tour of duty here. As your sponsor, I will try to make your transition as smooth as possible.

Attached is a Welcome Aboard Packet and Letter from our Commanding General and Sergeant Major. If you have any questions not answered by the Welcome Aboard Packet, let me know and I will do my best to answer them. Please send me your flight itinerary as soon as you receive it so that I can pick you and your family up from the airport. I will lock on and send your lodging information to you shortly after receiving your itinerary.

To highlight a few major items now: you and each of your family members do require an official passport, so begin the process for it now if you have not already. Any Marine Corps Installation Personnel Administration Center (IPAC) can help you complete the application and submit it to the Passport Processing Office. Also, ensure you see your Overseas Screening Office of your IPAC, and begin the Overseas Screening Process. The medical screening can take more than a month depending on the availability of appointments, so it is imperative that you get started as soon as possible. Please let me know if any of your family members have any exceptional needs regarding education, medical problems, or physical disabilities so that I can direct you to the appropriate resource agency. The CE MARFOR CENTCOM FWD G-1 requires an AMHS message from your IPAC that states you and your family members have been screened and approved for overseas assignment. Once the G-1 receives that message, they will submit the required paperwork to NSA Bahrain to get your Dependent Entry Approval. A dependent entry approval is required for you and your family to receive a Bahrain Visa. Once you arrive here, the G-1 will assist you in getting your Bahrain Visa. After you have a Bahrain Visa, you will then get a CPR card at our immigrations office. I tell you this because you will likely be in a hotel for up to 45 days while you await your Visa and CPR card. Although you will be completing TLA claims every 10 days, sometimes delays in TLA payments happen. Therefore, you should come prepared to spend \$8,000 before you are reimbursed. I recommend that you seriously consider getting a three-month pay advance.

Enclosure (3)

Please remember to get your medical and dental records before departing your present duty station. Also, remember your original birth certificates, marriage certificates, and school records.

Please email me your spouse's and children's names, ages, and genders. Also, please let me know if you are bringing a pet. This will assist me in planning for transportation from the airport to temporary billeting.

Your Family Readiness Officer (FRO) can be of assistance, as he/she is stationed here and will be able to give you a better outlook of the base and the surrounding areas.

You must bring your full uniform allowance. The normal uniform of the day is Desert Marpat utilities. However, once a month you will be required to wear Charlies. Be prepared to check in with Service Alphas. You are not authorized to wear uniform items off base, so you will come in with civilian attire and change over every day.

#### Family Readiness Officer (FRO) Contact Information

Name:  
Work Phone:  
Work Email:

I encourage you to visit the nearest Relocation Assistance Program Manager, Marine Corps Community Services, to obtain information and assistance with your PCS move. The Relocation Assistance Program is designed to provide assistance to all Service members and their families who are relocating from one duty station to another. Also, you may check <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination. The range of other assistance the RAP offers is quite substantial:

- Pre-departure planning
- Determining needs and priorities
- Destination information
- Sponsorship assistance
- Base and community information worldwide
- Automated Road Atlas
- Resource library, to include videos of Marine Corps installations
- Relocation workshops (Smooth Move)

You have been tentatively slated for assignment as <Name of Billet> at CE MARFOR CENTCOM FWD. Your official mailing address will be PSC 851, Box 320, FPO AE, 09834-0004. The duty number is 001-973-1785-8545.

I hope you find this information helpful. It is not all-inclusive so I urge you to use the RAP in your base Marine

Corps Community Services to discuss with trained personnel the many problems you may and probably will encounter. If I can be of any assistance, please do not hesitate to write or call. I look forward to meeting you and your family in person, and working with you as a member of our team.

Sincerely,

(signature block)

Sponsor's Personal and Official email

Sponsor's DSN Number

Sponsor's Commercial Number

**Unaccompanied Welcome Aboard Letter from**  
**Sponsor**

Dear (Grade and Name):

As your sponsor, I would like to welcome you to Command Element, Marine Forces Central Command Forward! We are a unique command designed to act as the Nucleus of a Joint Task Force Headquarters in the event of Crisis Response, Humanitarian Assistance, or Noncombatant Evacuation. In preparation of our core mission, you can expect to do military exercises in Oman, Jordan, Egypt, United Arab Emirates, or other Middle East countries. Our Area of Responsibility does not include Afghanistan or Iraq, but does include the majority of other countries in the Central Command Area of Responsibility.

Attached is a Welcome Aboard Packet and Letter from our Commanding General and Sergeant Major. If you have any questions not answered by the Welcome Aboard Packet, let me know and I will do my best to answer them. Please send me your flight itinerary as soon as you receive it so that I can pick you up from the airport. I will lock on and send your lodging information to you shortly after receiving your itinerary.

To highlight a few major items now: you do require an official passport, so begin the process for it now if you haven't already. Any Marine Corps Installation Personnel Administration Center (IPAC) can help you complete the application and submit it to the Passport Processing Office. Also, ensure you see your Overseas Screening Office of your IPAC, and begin the Overseas Screening Process. Once you arrive here, the G-1 will assist you in getting your Bahrain Visa. After you have a Bahrain Visa, you will then get a CPR card at our immigrations office.

**For Sergeant and Above:** I tell you this because you will likely be in a hotel for up to 45 days while you await your Visa and CPR card. Although you will be filing TLA claims every 10 days, sometimes delays in TLA payments happen. Therefore, you should come prepared to spend \$8,000 before you are reimbursed. You should seriously consider getting a three month advance.

**For Corporal and Below:** You will be staying in the barracks on a small, self-contained base, but there is an American Alley right off base and a lot to do. There is a small exchange on base, and several malls and markets off base. You will need a CPR card to begin a cell phone contract, but there are pay by the minute cell phones available while you wait for your CPR card.

Your Family Readiness Officer (FRO) can be of assistance, as he/she is stationed here and will be able to give you a better outlook of the base and the surrounding areas.

Family Readiness Officer (FRO) Contact Information

Name:  
Work Phone:  
Work Email:

I encourage you to visit the nearest Relocation Assistance Program Manager, Marine Corps Community Services, to obtain information and assistance with your PCS move. The Relocation Assistance Program is designed to provide assistance to all Service members who are relocating from one duty station to another. Also, you may check <http://www.militaryhomefront.dod.mil/moving> for information on planning your move and learning about your destination.

If I can be of any assistance, please do not hesitate to write or call.

Sincerely,  
(signature block)  
Sponsor's Personal and Official email  
Sponsor's DSN Number  
Sponsor's Commercial Number

**SPONSORSHIP REQUEST FORM**

Public Law 93-579 (Privacy Act of 1974), effective September 27, 1975, requires that you be advised of the following: The AUTHORITY for soliciting the below-listed information is 5 U.S.C 301. The PURPOSE for soliciting this information is to enable receiving commands to assist you in preparing for your change of station. The information solicited is VOLUNTARY; by providing this information, it will help the Marine Corps Personnel Sponsorship Program to adequately support you. Complete all blocks and forward this form to your new unit address:

\_\_\_\_\_  
(Grade) (Name) (Last 4 SSN) (MOS)

Current unit address: \_\_\_\_\_  
\_\_\_\_\_

Unit Phone (Commercial/DSN): \_\_\_\_\_

Current mailing address: \_\_\_\_\_  
\_\_\_\_\_

Email address: \_\_\_\_\_

Estimate Detachment date: \_\_\_\_\_ Arrival date: \_\_\_\_\_

MCC/RUC of new assignment: \_\_\_\_\_

New Assignment Base & Unit: \_\_\_\_\_

Leave address: \_\_\_\_\_  
\_\_\_\_\_

Marital status: \_\_\_\_\_

Sex and age of accompanied child(ren): \_\_\_\_\_  
\_\_\_\_\_

Anticipated mode of travel: \_\_\_\_\_

Are you an exceptional family member sponsor Yes  No  (Optional)

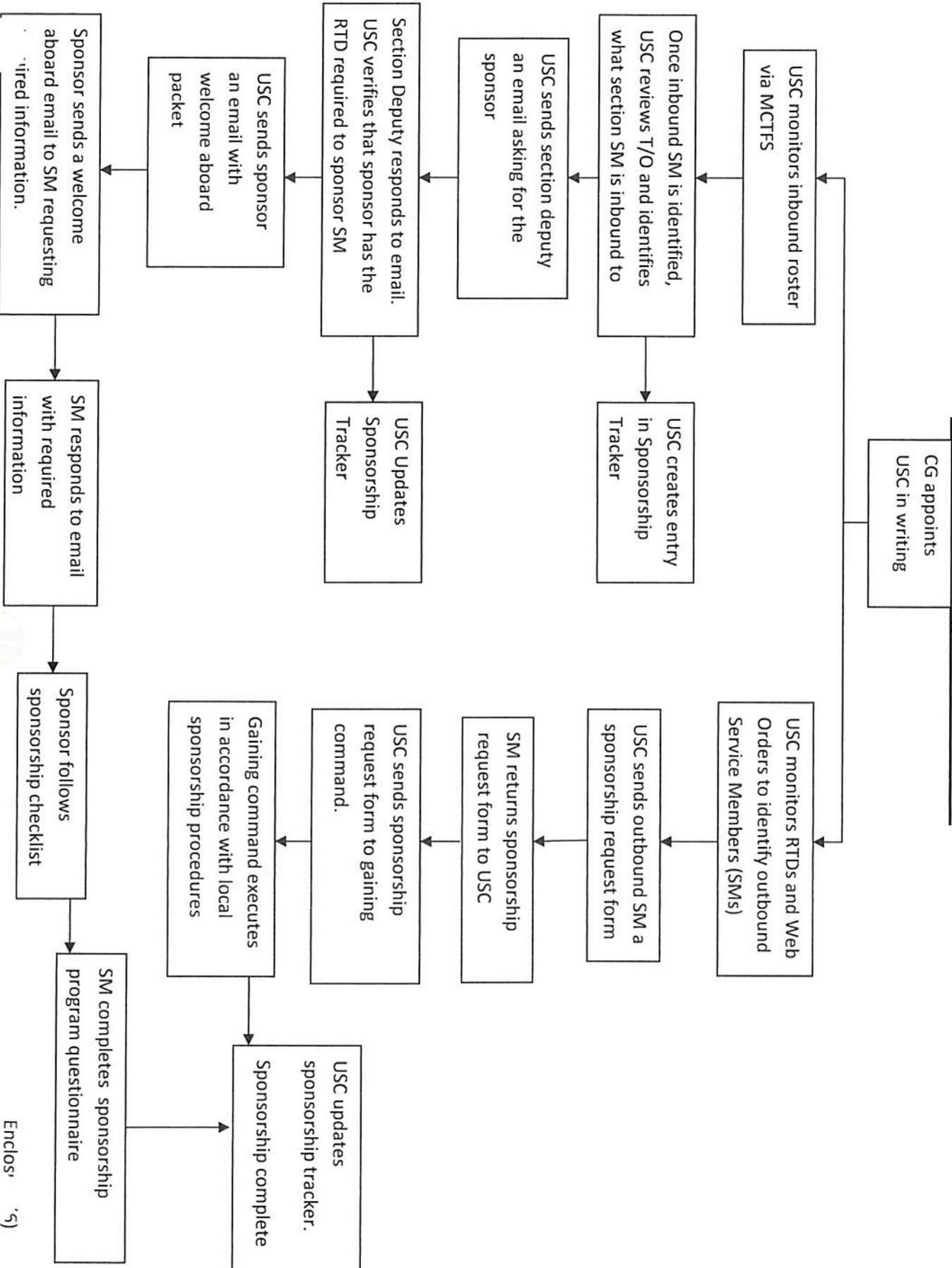
(circle one) I DO - DO NOT desire government quarters (unless mandated by base policy). My family size will require (circle one) 2, 3, or 4 bedrooms. I have/have not forwarded an application for an assignment to military family housing, DD Form 1746 to the housing office.

I have \_\_\_\_\_ dog(s) and \_\_\_\_\_ cat(s).

Specific information/assignment requested: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

### Sponsorship Program Flow Chart



Enclos' (5)

**NAVMC 11791 (11-11) (EF)**

FOUO - Privacy sensitive when filled in.

**SPONSORSHIP PROGRAM QUESTIONNAIRE**

Your help is requested in evaluating the effectiveness of our Command Personnel Sponsorship Program. Please help evaluate the Program by completing this questionnaire based on your experience with your recent PCS transfer. Leave name spaces blank if you desire to remain anonymous. The information you provide will be combined with the responses of others and will be confidential. Completion of this questionnaire is entirely voluntary. There is no penalty for not providing the requested information except the lack of representation of your views in the final results and outcomes. Once completed, please return to your Unit Sponsorship Coordinator. This reporting requirement is exempt from reports control.

Grade:	Branch of Service	UNIT
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- 1. Did your former command, prior to transfer, inform you of the sponsor program and its benefits?  YES  NO
- 2. Did you request/ elect to have a sponsor?  YES  NO
- 3. Were you assigned a sponsor?  YES  NO
- 4. Who is your sponsor? \_\_\_\_\_ (May omit name if desired.)
- 5. Did your sponsor contact you prior to your departure from your previous command?  YES  NO
- 6. Did your sponsor meet you upon your arrival?  YES  NO
- 7. Did you receive information and communication from the gaining command in advance of your arrival?
  - a. If yes, was the information an adequate representation of this command?  YES  NO
  - b. If yes, was the information adequate to inform you about this geographical area?  YES  NO
  - c. If yes, was the information received in time to permit adequate advance planning?  YES  NO
  - d. If no, what additional information would have made your transfer and relocation easier?
- 8. Was your sponsor knowledgeable about this command and the local community able to answer your questions?  YES  NO
- 9. When did you receive your orders? \_\_\_\_\_
- 10. When did you transfer from your last command? \_\_\_\_\_
- 11. Did you attend school(s) or take leave in transit to this command?  YES  NO List Dates: \_\_\_\_\_
- 12. Did your previous command inform you of the resources available to you at your nearest MCCS?  YES  NO
- 13. Overall, were you satisfied with this Command Sponsorship Program?  YES  NO
- 14. Please list any suggestions you have for improving the Command Sponsorship Program.

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